

PROJECT STATUS REPORT



To:	Sharon Novak	Date: Feb 17, 2006	Y	N
Client:	WA Office of Financial Management			
Project Name:	Grants, Contracts Loans Feasibility Study	On Schedule:	Y	
Prepared By:	Carol Baque	Within Budget:	Y	
Period Covered:	Feb 13, 2006 – Feb 17, 2006	Change of Scope:		N

Activities Completed – Covered Period:

Completed all sections and draft of Preliminary Business Case and Emerging Recommendation document; distributed
User Group reviewed Preliminary Business Case document; revised and re-distributed
Continued correspondence with Kreighan and Del on current agency costs and potential benefits
Continued to seek information on SAP licensing agreement with the State; awaiting attorney opinions

Updated project website
Updated project plan

Activities Planned - Next Period:

Revise Definition of Requirements for changes from review; finalize
Present Preliminary Business Case to Executive Steering Committee
User Group meeting
Begin revisions for full Business Case document and Alternatives Analysis

Update project website
Update project plan

Deliverable Status:

Deliverable	Status	Completion / Approval Date
Project Plan Document, Schedule, DEDs	Approved	1/20/06 / 2/7/06
Definition of Requirements	Completed; Revising	2/7/06 /
Business Case Preliminary Statement	Completed; Revised	2/14/06 /
Business Case Document		
Alternatives Analysis & Recommendation		
Solution: Conceptual Design		
Solution: Work Plan		
Solution: Risk Plan		

Issues/Notes:

It took longer for clients to review the requirements because of the volume of information. Because the due date for the Business Case could not move, we prepared the preliminary Business Case document based on requirements information as of the beginning of this week. The due date for final completion and approval of the Requirements document will move to next week.

Management Action Required:

Need full information on state SAP licensing

Attached Documents:

MS Project Plan